MUHAMMAD SALMAN

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Summary

I am competent supervisor with **2** years of experience in warehouse and Restaurant of **"Karachi Food"** as a well known restaurant of Karachi. I am doing my all responsibilities successfully and honestly, such as managing staff schedules, checking dining customer's quires and solve them, daily checking of stock material in store to keep maintain standard of hygiene and fresh food, regular inspections of the restaurant kitchen during preparation of dishes to check quality of food, Monitoring Inventory.

Skills Highlights

- Excellent managerial and leadership skills
- Keen eye for details
- Approachable and aware of the latest restaurant trends
- Strong Communication skills with other department.
- Inside and Direct Sales
- Product Promotion
- New Client Development
- Sales Development
- Strong decision maker
- Problem Solver

Work Experience

Karachi Foods as a Senior Supervisor (April 2019 - June - 2020

Karachi Foods as a Accountant & Assistant Manager (July 2020 to Present)

Supervisor:

- Managing restaurant staff's work schedules.
- Conducting regular inspections of the restaurant kitchen to determine whether proper standards of hygiene and sanitation are maintained.
- Overseeing food preparation, presentation, and storage to ensure compliance with food health and safety regulations.
- Checking in on dining customers to enquire about food quality and service.
- Monitoring inventory and ensuring that all food supplies and other restaurant essentials are adequately stocked.
- Reviewing customer surveys to develop and implement ways to improve customer service.
- Resolving customer complaints in a professional manner.
- Skilled at overseeing hosts and waiters, working with kitchen staff, and interacting with customers.

Accountant: Monthly Report, interacted with senior managers, keeping track of the inventory, cash flow, and Filling.

Parley Cosmetics, Hyderabad / Islamabad, 6 Yeras

Area Sales Officer in Hyderabad:

- Maintaining and increasing sales of company's products
- Reaching the targets and goals set for alocated area
- Servicing the needs of existing customers

- Monitoring team's performance and motivating them to reach targets
- Compiling and analysing sales figures
- Collecting customer feedback and market research
- Reporting to senior managers
- Keeping up to date with products and competitors

Area Sales Manager in Islamabad:

- Setting sales targets
- Maximising sales and profitability
- Provide team with a stimulating and supportive environment
- Maintaining and increasing standards of customer service
- Driving team performance
- Controlling the training and development of staff

Kolouroo Pakages, (Printing Press) Karachi, 2 Years

Supervisior:

- Supervise printing, collating, binding and distribution of approved publications.
- Prepare production instructions, establish priority and schedule work for the various phases of production.
- Maintain inventory of paper stock, ink, chemicals and other supplies and equipment.

Graphic Designer (own Business), Karachi, 9 Years

- Managing client proposals from typesetting through to design, print and production
- Working with clients, briefing and advising them with regard to design style, format, print production and timescales
- Developing concepts, graphics and layouts for product illustrations, company logos and other promotional materials
- Reviewing final layouts and suggesting improvements if required
- Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.

Academic Education

B.Com from Hyderabad Board in 1999

Intermediate from Karachi Intermediate Board in 1997

Matriculation from Board of Secondary Education in 1995.

Computer Courses:

- Ms. Office
- Ms. Excel
- Graphic Designing:
  - Photoshop
  - Coral Draw
  - Inpage
- Attendance Software ZK Teko
- Attendance Cloud Base Software
- Oracle Base Z-Report Software

Languages

- English
- Urdu